

Republic of the Philippines
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the OFFICE OF THE GOVERNMENT CORPORATE COUNSEL in the CSC website:

TERESA C. VEGA
HRMO

Date: June 7, 2019

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|--|----------------------|---------------------------------|-------------------|--|---|---|-----------------|---|---------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Government Corporate Attorney II | OGCCB-GOVCA2-13-1998 | 26 - 1 | 107,444.00 | Bachelor of Laws | Eight (8) hours of relevant training | Two (2) years of experience in the practice of law. | RA 1080 (Bar) | Knowledge and analytical ability that can identify legal issues from facts can draw conclusions and logical reasoning. - Intermediate Competent in representing a client. - Intermediate Effective legal writing and oral advocacy. - Intermediate | Legal Team |
| 2 | Chief Administrative Officer | OGCCB-CADOF-1-2005 | 24-1 | 83,406.00 | Master's Degree | 40 hours of training in management and supervision. | 4 years in position/s involving management and supervision. | CS Professional | Conduct Internal Analysis. - Advanced Lead in the implementation of programs, projects and system. - Advanced Implement policies and manage resources. - Advanced Ability to Deliver Results. - Advanced Ability to manage people. - Advanced | Administrative |
| 3 | Accountant III | OGCCB-A3-1-1998 | 19-1 | 45,269.00 | Bachelor degree in Commerce or Business Administration Major in Accounting | Eight (8) hours of relevant training | Two (2) years of relevant experience. | RA 1080 (CPA) | Process payment obligations. Preparation of Financial Reports. Manage Financial Records. | Administrative |

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|---|---|---|------|-----------|---|--------------------------------------|---------------------------------------|------------------------|--|--------------------|
| 4 | Administrative Assistant V (Stenographic Reporter III) | OGCCB-ADAS5-17-2005 | 11-1 | 20,754.00 | Completion of two (2) years studies in college. | Eight (8) hours of relevant training | Two (2) years of relevant experience. | CS Subprofessional | Proficient in oral and written communication. Technological skills that is necessary to perform other related tasks. | Administrative |
| 5 | Administrative Assistant II (Accounting Clerk III) | OGCCB-ADAS2-4-2017 | 8-1 | 16,758.00 | Completion of two (2) years studies in college. | Four (4) hours of relevant training | One (1) year of relevant experience. | CS Subprofessional | Knowledge in bookkeeping and recording. Skills in data entry and preparation of financial reports. | Accounting Section |
| 6 | Administrative Assistant I (Stenographic Reporter I) | OGCCB-ADAS1-34-2005 OGCCB-ADAS1-36-2005 OGCCB-ADAS1-39-2005 | 7-1 | 15,738.00 | Completion of two (2) years studies in college. | None | None | CS Subprofessional | Proficient in oral and written communication. Technological skills that is necessary to perform other related tasks. | Administrative |
| 7 | Administrative Aide VI (Clerk III) | OGCCB-ADA6-42-2005 OGCCB-ADA6-44-2005 | 6-1 | 14,847.00 | Completion of two (2) years studies in college. | Four (4) hours of relevant training | One (1) year of relevant experience. | CS Subprofessional | Proficient in oral and written communication. Technological skills that is necessary to perform other related tasks. | Administrative |
| 8 | Security Guard II | OGCCB-SECG2-1-1998 | 5-1 | 14,007.00 | High School Graduate | None | None | Security Guard License | Respond to requests for information / assistance. Guards and protects premises from unlawful entry. | Administrative |
| 9 | Administrative Aide IV (Clerk II) | OGCCB-ADA4-49-2005 | 4-1 | 13,214.00 | Completion of two (2) years studies in college. | None | None | CS Subprofessional | Proficient in oral and written communication. Technological skills that is necessary to perform other related tasks. | Administrative |

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **June 28, 2019**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

TERESA C. VEGA

 Administrative Officer V / Personnel Section

 3/F MWSS Administration Building, Katipunan

ogccpersonnel@yaho.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.